City of Lafayette Staff Report

For:	City Council
By:	Niroop K. Srivatsa
Date Written:	March 2, 2008
Meeting Date:	March 10, 2008
Subject:	**Guidelines for conducting joint City Council, Planning Commission and Design Review Commission pre-application meetings**

Background

The matter was last heard by the City Council on February 25, 2008. The Council accepted testimony from the Lafayette Homeowners Council (LHC) and directed staff to make certain modifications to the guidelines. Staff prepared the revised guidelines, forwarded it to the LHC and has incorporated the comments received from that organization. Redlined and final versions of the guidelines are provided for reference.

Recommendation

Adopt Resolution 2007-47 approving the guidelines.

Attachments
1. Resolution 2007-47

11 A

REDLINED VERSION

BEFORE THE CITY COUNCIL OF LAFAYETTE

In the Matter of:

Establishing Guidelines for Scheduling)
and Conducting Joint Meetings) Resolution 2007-47

Over the last few years, the City Council has convened joint pre-application meetings with the Planning and Design Review Commissions to consider upcoming development projects of a significant size. The purpose of these meetings is to provide early feedback to an applicant proposing a particularly challenging development, one that requires a general plan amendment, a development agreement or City subsidy.

On September 24, 2007, the relevancy and effectiveness of these pre-application meetings was discussed at the annual joint meeting of the three boards. At the direction of the City Council, staff drafted guidelines for scheduling and conducting joint meetings. These guidelines were considered by the Design Review Commission on October 9, 2007 and the Planning Commission on November 15, 2007. The Planning Commission recommended approval of the guidelines with modifications. The City Council considered the matter on November 28, 2007, January 28, 2008 and February 25, 2008 wherein it accepted public testimony from the Lafayette Homeowners Council. The Council continued the item to March 10, 2008 to allow staff to make amendments to the guidelines.

NOW, THEREFORE, the City Council of the City of Lafayette resolves that:

The guidelines for scheduling and conducting joint meetings as modified by the Planning Commission are approved as reflected in Exhibit "A."

PASSED and ADOPTED by the City Council of the City of Lafayette at its regular meeting held on March 10, 2008 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Mayor

ATTEST:

_____
City Clerk

Exhibit A

Guidelines for scheduling and conducting joint City Council, Planning Commission, and Design Review Commission meetings for projects within the Redevelopment Project Area or areas zoned multiple family residential or office commercial

I. What is a joint project review meeting?
A joint meeting is a gathering of the City Council, the Planning Commission and the Design Review Commission and the public for the purpose of providing early feedback to an applicant seeking a particularly challenging development.

II. Who decides if they are to be held?
The City Council. The applicant should file a letter with the City Manager requesting a pre application joint meeting. The letter will be placed on the next available City Council agenda and the City Council will decide whether or not to hold a joint meeting as based upon and delineated in Section III.

III. When should these meetings be ~~scheduled~~ considered?
~~Unless otherwise determined by the City Council, the Mayor or City Manager may schedule a joint meeting if~~ A meeting shall be considered when:

1. A proposed development is located in the redevelopment project or areas zoned multiple family residential or office commercial and the developer requires the City/Agency's review and involvement in one or more of the following ways:
    a. The developer seeks Agency subsidy
    b. A development agreement, owner participation agreement, disposition and development agreement, or other regulatory agreement (i.e. affordable housing) is proposed
    c. The development requires a general plan amendment, specific plan amendment and/or zone change.
2. A proposed development involves a public building or land.
3. A proposed development involves an historic building, or other features with high potential community value.

IV. What materials should the applicant/developer provide in advance of the meeting?
At a minimum, submittal materials should include:

1. Data sheet describing the project – number of units, parking spaces, area of non residential spaces, maximum height, number of stories, proposed deviations from General Plan, Specific Plan, the Municipal Code, and any other applicable regulations
2. A context map showing the relationship of the proposed project to adjacent developments
3. Conceptual site plan(s) showing the location of buildings, accesses, dwelling units, parking, non-residential uses
4. Additional materials as requested by the City

The following additional materials can be presented at the joint meeting:

1. Building elevations with accurate representation of height
2. Site sections with accurate representation of height
3. Perspective views of the project

V. What materials should staff provide in advance of the meeting?
At a minimum, the staff report should include the following details:

1. Project Details

a. Project location (w/map)
b. Project description
c. Description of requested amendments to the general plan, specific plan, Municipal Code, and any other applicable regulations
d. Description of public subsidy required or requested

2. Meeting Details
   a. Reason(s) for joint meeting
   b. Desired outcomes

The staff report should also make it clear that this initial, pre-application meeting is intended to provide the applicant only with general direction and that no binding decisions will be made on the development application itself. The City is in no way limited in future review of the application to the direction given to the applicant at the pre-application meeting and specifically reserves the right to deny the project or otherwise return it to the applicant for significant amendments, which may not have been previously mentioned at the pre-application meeting.

VI. Who should be notified of the joint meeting?

At a minimum, notice of the joint meeting should be sent to the Lafayette Chamber of Commerce, the Lafayette Homeowners Council, other commissions that might have interest in the development, and any other individual or entity requesting notice. Additionally, property owners within 300' of the subject site should be notified in writing at least ten calendar days before the meeting.

VII. How should the meeting be run?

Staff will provide a detailed meeting agenda that:

1. Allocates adequate time for the developer's presentation, and questions and comments from each Board, nearby property owners and the public
2. Identifies areas/issues that require comment

The Mayor should:

1. Ensure that discussion is restricted to the agenda items only
2. Solicit public comment
3. Allow the DRC, then the PC members to comment before the City Councilmembers offer their input
4. Summarize the comments made and identify next steps
5. Make it clear and have the applicant acknowledge that this initial, pre-application meeting is only intended to provide the applicant with general direction and no decisions will be made on the development application itself and that the City is in no way bound or limited in future review of the application to the general direction given to the applicant at the pre-application meeting.

FINAL VERSION

BEFORE THE CITY COUNCIL OF LAFAYETTE

In the Matter of:

Establishing Guidelines for Scheduling)
and Conducting Joint Meetings) Resolution 2007-47

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ABSTAIN:
ABSENT:

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Mayor

ATTEST:

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    b. Desired outcomes

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